

# DOVER AREA SCHOOL DISTRICT

## 5<sup>TH</sup> GRADE COMPUTER PLANNED INSTRUCTION/CURRICULUM GUIDE

### PART A

**COURSE DESCRIPTION:** Fifth grade computer class is intended to provide an opportunity for students to develop keyboarding and document production skills in order to efficiently use a microcomputer to create reports and other documents.

**GRADE(S):** 5      **COURSE LENGTH:** One year      **DURATION:** 45 minutes      **FREQUENCY:** 1 day per cycle (30 days)

**WRITTEN BY:** Susan Seiple

TIME (WEEKS/CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD (NAT. STANDARD)	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
Daily  On-going reinforcement	<b>KEYBOARDING TOUCH TYPING</b>  Students will be able to demonstrate grade-appropriate keyboarding skills and techniques: <ul style="list-style-type: none"><li>• Correct posture</li><li>• Hands elevated with proper fingers on home keys</li><li>• Work through software program to learn and practice touch typing at an individualized pace</li></ul>	3.7.5.C	Teacher presentation Teacher demonstration Student application Drills/Practice	Computer Projector Touch Typing Software
1 day  On-going reinforcement	<b>OPERATING SYSTEM</b>  Students will be able to apply operating system skills to perform basic computer skills.	3.7.5.D	Teacher demonstration Student Application	Computer Projector Software

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<p>1 day</p> <p>On-going reinforcement</p>	<ul style="list-style-type: none"> <li>Log on to network</li> <li>Open programs</li> <li>Log out of network</li> </ul> <p><b>HARDWARE AND SOFTWARE</b></p> <p>Students will be able to identify basic computer hardware and software</p> <ul style="list-style-type: none"> <li>Hardware: CPU, monitor, keyboard, mouse, disks, printer, etc.</li> <li>Software: tutorial keyboarding program, word processing program, etc.</li> </ul> <p>Students will be able to identify specialized computer applications used in the community.</p> <ul style="list-style-type: none"> <li>Presentation software</li> <li>Web page design software</li> <li>Graphics software</li> </ul>	<p>3.6.4.C (Review)</p> <p>3.7.5.D</p>	<p>Teacher presentation Teacher demonstration Student Application</p> <p>Teacher demonstration Student Application</p>	<p>Computer Monitor Keyboard Mouse Printer Charts Software</p> <p>PowerPoint FrontPage Publisher</p>
<p>On-going reinforcement</p> <p>1 day</p>	<p><b>WORD PROCESSING</b></p> <p>Students will be able to apply basic word processing skills to create, name and save a document</p> <p>Students will be able to create a New Document</p>	<p>3.7.5.D</p> <p>3.7.5.D</p>	<p>Teacher demonstration Student application</p> <p>Teacher demonstration Student application</p>	<p>Computer WP Software Projector</p> <p>Computer WP Software Projector</p>

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2 days	<ul style="list-style-type: none"> <li>• Open word processing program</li> <li>• Select new word processing document</li> <li>• Change font size</li> <li>• Input information in the document</li> <li>• Close document without saving</li> <li>• Exit word processing program</li> </ul> <p>Students will be able to Select/Deselect segments of text</p> <ul style="list-style-type: none"> <li>• Highlight words, lines and paragraphs using click-hold-drag method</li> <li>• Highlight words by double clicking in the word</li> <li>• Highlight lines and paragraphs by clicking in left margin</li> <li>• Deselect by clicking off text in white space</li> </ul>	3.7.5.D	Teacher demonstration Student application	Computer WP Software Projector
2 days	<p><u>Students will be able to Name and Save Document</u></p> <ul style="list-style-type: none"> <li>• Create a multi-paragraph document</li> <li>• Name and Save document to student folder on hard drive</li> </ul>	3.7.5.D	Teacher demonstration Student Application	Computer Projector WP software
1 day	Students will be able to Retrieve Deleted Text	3.7.5.D	Teacher demonstration Student Application	Computer Projector WP software

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2 days	<ul style="list-style-type: none"> <li>• Experience losing text when spacebar, enter or backspace keys are depressed while text is highlighted</li> <li>• Use menu bar Edit/Undo command to retrieve text</li> </ul> <p>Students will be able to Open, Edit and Make Changes to a Saved Document and Use Save As to rename</p>	3.7.5.D	Teacher demonstration Student Application	Computer Projector WP software
1 day	<ul style="list-style-type: none"> <li>• Open document saved in student's folder on hard drive</li> <li>• Make changes to document (font size, underline, italicize, and bold, using toolbar)</li> <li>• Give new name and save, using Save As command</li> </ul> <p>Students will be able to Copy and Paste Text</p> <ul style="list-style-type: none"> <li>• Copy and paste selected text, using Edit commands on File Menu</li> </ul>	3.7.5.D	Teacher demonstration Student application	Computer WP software Projector
2 days	<p>Students will be able to Compare Alternate Commands to Open a Document and Format Text</p> <ul style="list-style-type: none"> <li>• Use menubar commands to open, copy, paste, undo, save and save as</li> <li>• Use toolbar commands to open, copy, paste, undo, underline, italicize, bold, and save</li> </ul>	3.7.5.D	Teacher demonstration Student application	Computer WP software Projector

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1 day	<ul style="list-style-type: none"> <li>Use shortcut key commands to open a new document, copy, paste, underline, bold and save</li> </ul> <p>Students will be able to Apply Text Alignment</p>	3.7.5.D	Teacher demonstration Student application	Computer WP software Projector
1 day	<ul style="list-style-type: none"> <li>Use toolbar icon commands to Left Align, Center Align, and Right Align selected text</li> <li>Use Align commands before typing text</li> </ul> <p>Students will be able to Edit and Print a Document</p>	3.7.5.D	Teacher demonstration Student application	Computer WP software Projector Printer
2 days	<p><b>GRAPHICS</b></p> <p>Students will be able to produce a poster using WordArt and Drawing tools</p> <ul style="list-style-type: none"> <li>Insert WordArt into a word processing page and create a poster heading</li> <li>Use Draw tools to create a picture under the heading</li> </ul>	3.7.5.D	Teacher presentation Teacher demonstration Student application	Computer Projector Software
2 days	<p>Students will be able to produce a poster using Paint tools</p>	3.7.5.D	Teacher demonstration Student application	Computer Software Projector

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1 day	<ul style="list-style-type: none"> <li>• Open Paint Program</li> <li>• Practice using paint tools</li> <li>• Create a poster of own topic and design</li> </ul> <p><b>SPREADSHEET</b></p> <p>Students will be able to create a simple spreadsheet and manipulate data in a column</p> <ul style="list-style-type: none"> <li>• Open a new spreadsheet document</li> <li>• Type in a list of words in a column</li> <li>• Alphabetize words in both ascending and descending order</li> </ul>	3.7.5.C	Teacher demonstration Student application	Computer Software Projector
1 day	<p><b>DATABASE</b></p> <p>Students will be able to open and observe a saved database document</p> <ul style="list-style-type: none"> <li>• Open, observe and discuss a simple teacher-prepared database</li> <li>• Brainstorm uses students might have for a database</li> </ul>	3.7.5.D	Teacher presentation Teacher demonstration Student problem solving	Computer Software Projector

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### PART B

#### GRADE: 5

OPPORTUNITIES FOR INTEGRATION	ENRICHMENT, AND EXPANDED OPPORTUNITIES	REMEDICATION AND INTERVENTION STRATEGIES	ASSESSMENTS AND PORTFOLIO OPORTUNITIES
<p>Language Arts – Student created reports and letters, Presentation software reports.</p> <p>Spelling – Using spell check</p> <p>Math – Using computer calculator</p> <p>Across the curriculum activities through Jostens assignments</p>	<p>Self-paced progress through tutorial keyboarding program</p> <p>Leveled Jostens assignments in reading, math, language arts and process writing</p>	<p>Self-paced progress through tutorial keyboarding program</p> <p>Revisit and practice lessons if needed</p> <p>Leveled Jostens assignments in reading, math, language arts and process writing</p> <p>Lab time available for extra keyboarding practice</p>	<p>Keyboarding student progress printouts by software management system</p> <p>Student/teacher selected word processing sample for portfolio</p> <p>Jostens student progress printouts by software management system</p>

